

## APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Department of Finance & Administration Division of Accounting 2100 Peachtree Summit Building 401 W. Peachtree St., N.E. Atlanta, Georgia 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received      Application No.      Date Completed AUG 31 1981      81-398      SEP 10 1981	
		1. Application	2. Dept. Application No.
4. Person to Contact James Henderson or Norma Johns		5. Working Title	6. Telephone Number 586-5140 or 5606
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest      Latest Present		9. Records Series Title (followed by title used in office, if different) Cost Allocation Reports	
10. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Division of Accounting is responsible for the accurate recording and timely reporting of all financial transactions affecting the operation of the Authority's transit services and activities; and the development of new systems and facilities.  Specifically, the division is responsible for maintaining credibility and timely reporting of financial transactions; defines, develops, and implements such systems and procedures as necessary to control and account for all operations and activities of the Authority; maintains reporting of variations or violations of Authority policies and procedures, contracts, payments, federal and state requirements. Providing timely responses to requests for non-routine information or analysis is an additional responsibility of this division along with maintaining a formal accounting system in accordance with accepted procedures and instructions.			
11. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Cost allocation reports which contain quarterly analyses working papers and supporting documents.  Included but not limited to, are: quarterly analyses work papers, labor distribution reports (including staff time charged by division and by Grant), journal vouchers (copies), financial statements/cost center reports, miscellaneous expense analyses, reconciliation and time sheet audit worksheets, and contract registers.  File is arranged: Alphabetically, according to subjects listed above. All subjects may not be included in each fiscal year transfer.			
12. Monthly Reference Rate      How often are records referred to which are: One to six months old      2      ; Seven to twelve months old      2      ; Thirteen to twenty-four months old      1      ; twenty-five months and older      1      ?			
13. Annual Rate of Accumulation of Records Letter-size drawers      1      ; Legal-size drawers      ; Shelves      ; Other (specify)			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? Some portions of the series is duplicated elsewhere in Accounting.
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

a. State Law \_\_\_\_\_ years.  
b. Statute of limitation \_\_\_\_\_ years.  
c. Federal law \_\_\_\_\_ years.

d. Audit period \_\_\_\_\_ years.  
e. Administrative need 6 years.  
f. Federal retention instructions \_\_\_\_\_ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

*Must be retained until a final audit is completed for this period. This should not exceed the age limit above. HLB*

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

☒ Hold in the current files area \_\_\_\_\_ month(s) 1 year(s); then

☒ Transfer to local holding area; hold 5 year(s); *then and until final audit is completed; then*

☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then

☒ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS

Approved <i>James B. Hendrick</i> Date <i>8-27-81</i>	Approved <i>Brenda L. Tallard</i> Date <i>8/28/81</i>
Approved <i>Marjorie Hunt</i> Date <i>8/27/81</i>	Approved <i>Salvatore Smith</i> Date <i>8/28/81</i>
Approved <i>R. H. Hagan</i> Date <i>8/27/81</i>	Approved <i>Carroll Hertz</i> Date <i>9-10-81</i>
Approved <i>Regina H. Finkler</i> Date <i>8/27/81</i>	Approved MARTA Management Advisory Committee Date